



## 2012-2013 ACTION PLAN

Annual Action Plan includes the SF-424 and is due every year no less than 45 days prior to the start of the grantee's program year start date.

### **SF-424 APPLICATION FOR FEDERAL ASSISTANCE PROVIDED AS ATTACHMENT A**

## **JURISDICTION: City of Wichita Falls, Texas**

### ☐ **Executive Summary 91.220(b)**

1. The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

The City of Wichita Falls is an entitlement grantee through the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG) and a Participating Jurisdiction (PJ) for the HOME Investment Partnership (HOME) Program. The City also receives HUD's Housing Opportunities for Persons With Aids (HOPWA) funding from the State of Texas through Tarrant County. The Action Plan describes federal resources available during the fiscal year and all housing and community development activities expected to be undertaken by the City to address community needs and priorities identified in the Five-Year Consolidated Plan. The plan outlines the specific projects and services adopted by the City Council that will be funded during the 2012 Program Year to address the strategies stated in the 2010-2015 Consolidated Plan. The following five-year goals were identified in the Consolidated Plan and are reaffirmed this year.

**Goal 1.** Improve the condition and availability of affordable housing.

**Goal 2.** Facilitate an expansion of housing and services offered to homeless families and individuals in Wichita Falls.

**Goal 3.** Provide support to non-profit agencies that deliver services to the non-homeless special needs populations.

**Goal 4.** Improve living conditions in Wichita Falls by addressing non-housing community development needs.

**Goal 5.** Address barriers to affordable housing development and availability in order to reduce the cost burden on low and moderate-income residents.

**Goal 6.** Increase the inventory of lead-safe housing units under the Minor Repair Program.



**Goal 7.** Reduce the size of the impoverished population in the City of Wichita Falls.

**Goal 8.** Identify and address gaps in the institutional structure.

**Goal 9.** Improve coordination efforts between the City and other agencies and organizations committed to the improvement of housing and community development services in Wichita Falls.

### **Evaluation of Past Performance**

In existing City-administered programs such as the HOME-funded First-Time Homebuyers Program with Minor Repair and the CDBG-funded Minor and Emergency Repair Programs progress has been made toward achieving performance goals. However, home buying activity in the local affordable housing market continues at a slow pace from that of earlier years, although improved very slightly over the previous year. The continued downturn in economic activity reflected in flat tax revenues and unfavorable unemployment numbers, as well as stricter mortgage loan requirements for borrowers, has had an overall negative effect on the local home buying market and on the First-Time Homebuyer's Program.

The City's Minor and Emergency Repair Programs for low income homeowners continue at a steady pace, with a slight increase over previous years in requests for accessibility improvements. The persistent, extremely dry weather has created stress on home systems, and high utility bills combined with tight economic conditions have left homeowners with little or no extra funds for needed repairs, so these programs continue to meet an important need in the community.

Habitat for Humanity continued to develop and produce new, affordable housing units in the Fuller Estates with the construction of five homes this past year. With those homes constructed and sold, Habitat completed development of the Fuller Estates during 2011-2012. A total of 36 affordable, energy-efficient homes have been constructed for low-moderate income families through this multi-year project. Habitat will now focus on scattered lots throughout the city, with current development activity focused on the Country Club Village neighborhood.

Other public service agencies have continued to be quite successful in meeting a variety of needs of the low-income community such as Child Care, Inc.'s providing multi-location child care for low income working families, Senior Citizen's Services Meals on Wheels program offering nutritional lunches, and Christmas in Action performing a variety of home repairs for elderly and disabled homeowners. These agencies continue to be effectively managed, and have provided quality services for years. Driveway and sidewalk improvements for Early Head Start allowed safer egress to the facility's entrance for the children and parents served. Senior Citizens delayed the CDBG-funded PY 2011 project to install a Code-required vent-a-hood for use with their new tilting skillet when bids far exceeded the funds available. The organization applied for additional CDBG funds through the PY2012 application process to complete this important addition that supports the Meals on Wheels program by adding efficiency and capacity.

Code Enforcement demolition of hazardous structures removed blighted properties from neighborhoods. Concrete Crew projects improved handicapped accessibility in neighborhoods, and also provided job training opportunity for unskilled workers.





Over the years, the Concrete Crew program has enabled approximately 41 persons to find permanent employment either with the City or with private employers.

Public Works Department replaced failing, leaking waterlines in the Eastside and Northside Additions, improving service reliability and water quality, and enhancing neighborhood fire protection capacity to homeowners along North 5<sup>th</sup>, Elwood, Williams, and Fuller Circle.

A greatly-needed handicapped accessibility improvement to the city's Memorial Auditorium was completed this year through CDBG funding. Memorial Auditorium, built in 1927, was previously wheelchair-accessible in only the rear east side of the building. This year, a ramp, automatic entry door, and designated handicapped parking area was added to the front main entrance. Because the building houses many city services that are frequented by the public each day, and contains a 2,700 seat auditorium that hosts community-wide performances and shows, the value of the benefit resulting from the \$40,000 expenditure was significant.

Services available to the homeless and persons at risk of becoming homeless have been notably improved by the Homeless Prevention and Rapid Re-housing Program (HPRP) administered by NORTEX Regional Planning Commission. This program began during PY 2009 to meet local needs made worse by the national economic downturn and the resulting increase in foreclosure activity. The HPRP Program concluded the three-year effort in July 2012, expending all available funds of the \$583,425 grant. As a result of this effort, a much-improved focus and structure was established to assess and meet the needs of the homeless in our community, leading to this year's successful Continuum of Care funding award of \$704,756 to the Homeward Bound Homeless Coalition.

Continuing reductions in federal entitlement grant award amounts to the City has created a notable challenge for meeting priorities and limits the scope of expected accomplishments.

## Summary of Objectives and Outcomes

FY 2012 federal funds received by the City of Wichita Falls will be allocated to projects with the following HUD-established objectives & outcomes:

Project	Objective	Outcome	Funding
Child Care, Inc.	Suitable Living Environment	Availability/Accessibility	\$113,935.92
Sr. Citizens of North Texas – Meals On Wheels	Suitable Living Environment	Availability/Accessibility	\$48,829.68
Christmas in Action – Home Repair	Decent Housing	Affordability	\$30,000
Senior Citizens of North Texas – Vent-A-Hood MOW Kitchen	Suitable Living Environment	Availability/Accessibility	\$24,727.60
Patsy's House – Outdoor Security Lighting	Suitable Living Environment	Availability/Accessibility	\$10,590
CDBG Minor Repair Program	Decent Housing	Affordability	\$85,000
Emergency Repair Program	Decent Housing	Affordability	\$50,000
Concrete Training Crew – Handicapped Ramps Job	Suitable Living Environment	Availability/Accessibility	\$100,000



Training			
Code Enforcement Administration	Suitable Living Environment	Sustainability	\$60,000
Code Demolition & Clearance	Suitable Living Environment	Sustainability	\$295,000
Public Works – Waterline Replacement - Northside Addition	Suitable Living Environment	Availability/Accessibility	\$200,000
FTHB Downpayment Assistance with Minor Repair	Decent Housing	Affordability	\$139,692.75
Affordable Housing – CHDO Mortgage Buy-Down	Decent Housing	Affordability	\$120,000
CHDO 15% Set-aside	Decent Housing	Affordability	\$51,938.55

## ☐ **Citizen Participation 91.220(b)**

2. Provide a summary of the citizen participation and consultation process (including efforts to broaden public participation in the development of the plan.
3. Provide a summary of citizen comments or views on the plan.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

The City of Wichita Falls' Citizen Participation Plan establishes the process for notifying the public for the purpose of soliciting and considering citizen input and comment regarding the City's proposed plans and funding levels for programs that use annual CDBG and HOME entitlement funds.

On February 24, 2012, Notice of Funding Availability letters were sent to local community organizations and city departments notifying them of expected CDBG funding amounts for the 2012-2013 fiscal year, informing them of the grant-award process and deadline for applications, providing a packet of information including the application, a list of eligible and non-eligible activities, and allowable income guidelines, and encouraging application submission and personal contact with the Neighborhood Resources Division if there were additional questions or if the organization would like a pre-application, individual training session about the CDBG Program or application process. Several inquiries were received from organizations that had not applied for funding before. In addition, a Notice of Funding Availability and a fillable application were placed on the City of Wichita Falls website to make the process more accessible to interested organizations and the application easier to complete.

City staff and members of the City Council Subcommittee on Outside Agencies met individually with all interested CDBG applicants in the City Council Conference Room in Memorial Auditorium on May 8, 2012, to explain CDBG program requirements, provide an opportunity for organizations to ask questions and present proposals, and for staff and the subcommittee to consider the needs behind projects and requests for funding. Following the meetings, the subcommittee met to discuss requests and propose funding recommendations.

Notice of the first public hearing and 30-day public comment period was published in the Times Record News on June 26, 2012, and additional information about the public hearings was placed on the City website. Notices announcing

each of the two Public Hearings were also officially posted on the public bulletin board at Memorial Auditorium. The first public hearing on the PY 2012 Action Plan was conducted July 17, 2012 at the regular meeting of the City Council held in Memorial Auditorium, 1300 7<sup>th</sup> Street and gave citizens an opportunity to voice opinions on local community development and housing needs and priorities. An applicant organization, Christmas in Action, made comments during the first public hearing that explained the importance of the CDBG funding, what types of projects the organization undertook, and how the elderly and handicapped in the community benefitted from the support. No written comments were received from the public during the 30-day comment period from 7/8/12 through 8/6/12. At the end of the public hearing, the Mayor announced the date, time and place of the second public hearing and encouraged public participation. Notice of the second and final public hearing was published in the Times Record News July 7, 2012. The second public hearing was held during the regular meeting of the City Council on August 7, 2012. At the final public hearing, Mark Masman, Chief Operating Officer of Christmas in Action, thanked Council for the proposed funding support, indicated its importance to the organization, stated that next year Christmas in Action would be celebrating 30 years of service in Wichita Falls with a goal of serving 130 homes, and announced that in 2013 Wichita Falls will host the National Christmas in Action Workshop, a training event for other affiliates.

Copies of Affidavits of Publication concerning the request for citizen comments, and notices of public hearings are attached as **Attachment E**. All notices announcing the public hearings contained information about handicapped accessibility and how to request accommodation for special needs or language translation.

To provide broader public awareness and generate citizen comment, additional public notification methods will continue to be explored and considered for future-year Action Plan processes. This year a pre-application, individualized training session was offered as a service to all organizations interested in applying for CDBG funding to help them become aware of program requirements, offer assistance in developing applications, and solicit input on priorities for our community.

## ☐ **Resources 91.220(c)(1)) and (c)(2)**

5. Identify the federal, state, and local resources (including program income) the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.
6. Identify federal resources the jurisdiction expects to receive from the Housing and Economic Recovery Act and the American Recovery and Reinvestment Act that will be used to address priority needs and specific objectives identified in the plan.
7. Explain how federal funds will leverage resources from private and non-federal public sources.



**PY 2012 FUNDING SOURCES**  
**October 1, 2012 – September 30, 2013**  
**U.S. Department of Housing & Urban Development**

<b>ENTITLEMENT GRANTS</b>	
FY 2012 CDBG Grant Funds	\$1,085,104
FY 2012 HOME Program Grant Funds	\$346,257
· ENTITLEMENT FUNDING TOTAL	\$1,431,361
<b>PROGRAM INCOME</b>	
Expected Program Income CDBG (>\$25,000)	0
Expected Program Income – HOME Program	0
<b>REPROGRAMMED FUNDS</b>	
FY 2011 Reallocated CDBG Grant Funds	\$150,000
<b>TOTAL FUNDS</b>	
Available to be Allocated for PY 2012	\$1,581,361

**Other Resources Available to Support Consolidated Plan Priorities**

**Homeless Prevention Rapid Re-housing Program Funds (HPRP)**

In PY 2009, the City amended its Annual Action Plan, and applied for and received a three-year Recovery Act funding grant totaling \$583,425 to assist persons and families threatened with homelessness. The program ended in July 2012, having expended all funds. Approximately 735 unduplicated persons in 250 households were served by the HPRP Recovery Act Program during the three-year period.

**Continuum of Care Grant**

After three unsuccessful attempts, the Homeward Bound Homeless Coalition was approved for federal funding in the amount of \$704,756 to meet the needs of the homeless in the community.

**Section 8 Funding**

The City administers a Housing Choice Voucher Program that expects to receive \$3,358,739 in funding for the fiscal year, and will obtain an additional \$33,966 in portability set-aside funds. The program assists low income persons with rental assistance through approximately 989 vouchers to be able to live in a decent, safe, and sanitary dwelling. Of the available vouchers, 910 are active as of June 2012.

**Low Income Housing Tax Credits**

The City received several inquiries by developers seeking City support for projects involving tax credits. The City developed an objective scoring mechanism for assessing these applications that could then be used by the Mayor and City Council for approval of support. The Mayor was authorized to provide support letters for three projects this year, Meadow Place for construction of an unspecified number of new apartments on McNiel Avenue; Wichita Apartments, a proposed 58-unit apartment complex on the block between 7<sup>th</sup> and 8<sup>th</sup> and Burnett and Travis; and a rehabilitation project for the existing Tealwood Apartments. No tax credit awards have been made to these projects to date.



**Total Available Funds**

The total funding from available sources listed above in support of Consolidated Plan priorities is **\$6,228,281.**

**Leveraging Of Federal Funds / HOME Program Match**

Federal entitlement funding provided to several local non-profit organizations results in substantial leveraging of private resources that support programs which benefit the low-moderate income population of the community. Some of those resources also serve as eligible match amounts for the HOME Program. Habitat for Humanity of Wichita Falls is a primary source of non-federal leveraged resources generated and applied to housing-related programs that meet match requirements. HOME Program funding of certain development costs to construct new Habitat homes for low income families generates significant HOME Program match contributions of volunteer labor and private donations of cash and materials that support the cost of construction and keeps costs affordable for new homeowners. Last year volunteer contributions of time totaled \$135,480 in match credit calculated at \$10 per hour. Contributions of such items as new refrigerators, door units, windows, cabinets, etc., are also provided to Habitat from national and local merchants that support their affordable housing initiatives. A local attorney provides pro-bono legal services for document preparation for each Habitat closing. These also serve as match credit for the HOME Program.

CDBG Funding provided to the Sr. Citizens Services of North Texas Meals on Wheels Program, Child Care Inc., Early Head Start, and Christmas in Action help leverage additional local individual funding support, local foundation grants, and state funding. Private funds from local property owners are frequently used in performing needed repairs to meet federal property standards on units going through the HOME-funded FTHB program. The FTHB Program also generates leverage through the Nortex Housing Finance Corporation's Mortgage Revenue Bond (MRB) Program. These two programs work together to provide low income homebuyers financial assistance through the FTHB Program and incentive to purchase with low interest rates and an additional 3% MRB downpayment assistance. The MRB Program also serves as eligible match for the HOME Program, contributing match credit of 25% of the financed mortgage amount.

☐ **Annual Objectives 91.220(c)(3)**

*\*If not using the CPMP Tool: Complete and submit Table 3A.*

*\*If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls*

8. Provide a summary of specific objectives that will be addressed during the program year.

<b>TABLE 3A SUMMARY OF SPECIFIC OBJECTIVES PROVIDED AS ATTACHMENT B</b>
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☐ **Description of Activities 91.220(d) and (e)**

*\*If not using the CPMP Tool: Complete and submit Table 3C*

*\*If using the CPMP Tool: Complete and submit the Projects Worksheets and the Summaries Table.*



9. Provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.
10. Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability).

<p align="center"><b>TABLE 3C CONSOLIDATED PLAN LISTING OF PROJECTS PROVIDED AS ATTACHMENT C</b></p>
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☐ **Geographic Distribution/Allocation Priorities 91.220(d) and (f)**

11. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
12. Describe the reasons for the allocation priorities, the rationale for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) during the next year, and identify any obstacles to addressing underserved needs.

Certain eligible programs expend CDBG funds in only CDBG-eligible census tracts within the city of Wichita Falls as shown on the green-shaded portion of the map that is found in **Attachment F**. These census tracts and block groups contain at least 51% low-moderate income persons, often have high concentrations of minority representation, and have been verified as primarily-residential by a parcel analysis. Programs limited to low-income geographic areas would be Code Enforcement activity and Public Works waterline replacement projects that are located within the CDBG-eligible census tracts and block groups identified on the map.

Federal funds may also benefit persons who do not live in the CDBG-eligible CT's/BG's, but whose household income falls within low-mod limits, or who are members of a presumed benefit group. Examples of this would be the HOME-funded FTHB Program, Christmas in Action home repair and the Emergency/Minor Repair Programs where assistance is targeted to the eligible household, not a geographic area. Although the City has not designated specific, target areas for certain types of program activity, of the total available CDBG funds, \$295,317.60 has been designated for projects located wholly within CDBG-eligible areas (Waterline Replacement, Senior Citizens Vent-A-Hood, Code Enforcement, and Patsy's House), and the majority of funds for Code Demolition & Clearance activities (\$295,000) and the Minor & Emergency Repair Programs (\$135,000) and Christmas in Action Program (\$30,000) will support projects that are very likely to be located in eligible areas.

A reduction in funding from local, state and federal sources has become a significant obstacle to addressing underserved needs. Along with the national economic crisis and reduced funding sources comes an increased need, especially those involving the low-moderate income and special needs populations. For example, local organizations presented needs totaling \$1,757,058 for PY 2012 programs and services to help the low income population of Wichita Falls, but only \$1,085,104 in CDBG entitlement funding for the coming year was available for allocation, a reduction of 16%, plus an additional \$150,000 in carryover funding. HOME funds were reduced 29% from the previous year. Many worthy services and much-needed programs were not funded as a consequence. Although funding limits scope of







activity, another factor is limited staffing levels that restrict expansion of programs and program delivery. Further limits come from statutory restraints on funding certain types of services and programs. The following chart describes categories of funding limitations within the entitlement grant amounts:

## FUNDING RESTRICTIONS BY GRANT

<b>Community Development Block Grant PY2012</b>	<b>\$1,085,104</b>
15% Public Services Cap	162,765.60
20% Administrative Cap	217,020.80
Balance Available for Eligible Projects	705,317.60
<b>HOME Investment Partnership Program PY2012</b>	<b>346,257</b>
15% CHDO Set-Aside	51,938.55
10% Administrative Cap	34,625.70
Balance Available for Eligible Projects	259,692.75

### ☐ Annual Affordable Housing Goals 91.220(g)

*\*If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

*\*If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

13. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

## Annual Housing Completion Goals (Table 3B)

Grantee Name: City of Wichita Falls  Program Year: 2012	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	52		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	22		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>	74		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	7		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rehabilitation of existing units	45		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Homebuyer Assistance	22		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	74		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	7		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	45		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance	22		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>	74		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	74		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	74		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 215 Beneficiary Goals" should be the same number.

### ☐ **Public Housing 91.220(h)**

14. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

15. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

United Way has partnered with the Wichita Falls Public Housing Authority (WFPHA) and other local non-profit agencies in an effort to broadly assess the Eastside Neighborhood's human and physical resources and provide a comprehensive mapping of this area in order to identify needs and begin a revitalization process using existing but unidentified resources within the community. The WFPHA provides space for a HUB Program Coordinator who will oversee the effort. In providing space, the PHA will have access to data collected and be on the front-line to maximize social services dollars and avoid duplication of services.

To meet the need of improving economic opportunities for its low income residents, the WFPHA offers day care and education classes, job search skills, and English as Second Language classes to its residents to help them strive for a GED Certificate and obtain employment in more productive and higher-paying positions. Computer



facilities and computer literacy training are offered as a service to Housing Authority and Eastside Addition residents to further their employable skills and provide information about local employment opportunities. Three different WFHA Resident Councils meet monthly to discuss and provide feedback and suggestions on resident issues to the administrative staff. The WFPHA received two grants, a Family Self-Sufficiency Grant to encourage participants of the Housing Authority to work toward becoming employed, financially independent of welfare, and economically self-sufficient, and a Resident Opportunity Self-Sufficiency Grant to provide child care, transportation, and employ a staff coordinator to administer the program designed to help persons get off of welfare.

In addition, the WFPHA has worked with the Better Business Bureau in a Work Hard/Work Smart Program to conduct an assessment of the WFPHA residents to evaluate employment-related abilities and skills and pre-certify them on type and level of work they are capable of performing. With this, local employers have agreed to give preference in hiring.

Efforts to improve the WFPHA facilities included working with and through the City's Public Works Department to perform a camera video evaluation of sewer pipes in and to the facility in order to identify faulty pipes and infrastructure so that repairs can be done in a cost-effective manner tailored to the specific need.

The Housing Authority has recently partnered with the North Central Texas Community Health Care Center and provided an unused laundry building to be remodeled so that low cost health care services could be offered to Housing Authority residents on-site. A nurse educator comes to the facility once a month to do health screenings for residents to help them become more aware of the need for better health care.

The City's Housing Division acts as a Public Housing Agency, operates the Section 8 Program and cooperates closely with the Neighborhood Resources Division and the Wichita Falls Housing Authority to increase housing choices for low income citizens and provide alternatives to meet the needs of lower income persons.

The Housing Division places an annual notice in water/sewer bills about affordable housing opportunities offered by the City's CHDO, Habitat for Humanity, and how to apply for a home. Neighborhood Resources works closely with the Housing Division in counseling Section 8 clients who are approaching the sufficiency level whereby they might benefit from the City's First-Time Homebuyers Program.

## ☐ **Homeless and Special Needs 91.220(i)**

16. Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.

17. Describe specific action steps to address the needs of persons that are not homeless identified in accordance with 91.215(e). [ 91.215(e) *Other special needs*. With respect to special needs of the non-homeless, the consolidated plan must provide a concise summary of the priority housing and supportive service needs of persons who are not homeless but who may or may not require supportive housing (i.e., elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, and public housing residents). If the jurisdiction intends to use HOME funds for tenant-based assistance to assist one or more of these subpopulations, it must specify local market conditions that led to the choice of this option. ]

18. Homelessness Prevention—Describe planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

The City of Wichita Falls will work to improve its position of responsibility to address the problem of chronic homelessness by actively participating in collaborative efforts among social service providers for this needs group. The City recognizes that eliminating chronic homelessness is a challenging, ongoing task, often complicated by the underlying mental health and drug addiction issues represented in this specific population group, and that working with or supporting local organizations in a joint, concerted, planned effort would be necessary to have a positive impact. The City will offer its staff and available technical resources to this need. The City will offer opportunities for eligible financial support to organizations that serve as shelters or transitional housing units to bridge the gap between chronic homelessness and permanent affordable housing and to other homelessness-related service providers.

The City of Wichita Falls has determined there is a public interest to provide financial assistance and services with the goal of preventing transitory, economically-based homelessness for families and individuals who are homeless or at risk of becoming homeless, and has identified the need for such services in the Consolidated Plan. In PY 2009 the City applied for and received approval for a \$583,425 three-year federal grant award pursuant to the Homelessness Prevention and Rapid Re-Housing Program (HPRP) as authorized under Title XII of the American Recovery and Reinvestment Act. The City contracted with NORTEX Regional Planning Commission as subrecipient to use these grant resources for financial support such as short-term rental assistance, medium term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers. A portion of the grant is designated for housing relocation and stabilization services such as case management, outreach and engagement, housing search and placement, legal services and credit repair. This three-year grant ended in July 2012.

NORTEX works with other agencies who are members of the Homeward Bound Homeless Coalition that serve individuals and families who are risk of becoming homeless or who are homeless to coordinate services to clients and to avoid duplication of services. The other agencies include Wichita Falls Housing Authority, Region 9 Education Service Center, First Step, Helen Farabee Center, Legal Aid of North West Texas, Vernon College, New Birth Church, Faith Mission, The Wood Group, Aid Circle of Hope of NW Texas, Wichita Falls Adult Literacy, Wichita Falls Health Department, Communities in Schools, Workforce Solutions, North Texas Community Health Care Center, and the City of Wichita Falls.

The Homeward Bound Homeless Coalition is recognized as Continuum of Care Organization #TX064 by HUD. This year the Coalition received a total of \$704,256 in funding through the federal Continuum of Care application process. City staff attends coalition meetings and works with members to provide technical and resource support, foster cooperation and more effectively meet needs. The City will work with the coalition to help structure the delivery of homeless services through this new grant. The City participates in the bi-annual Point-in-Time Homeless Count to assess needs. The last count verified that the Wichita Falls homeless population has remained relatively flat.

One of the annual events for the Coalition held each December is Hope for the Holidays. This event offers food, clothing, supplies and referral to services for the homeless community. Different agencies from around town provide services such as:

flu shots, social security cards, birth certificates, information on available child care services, job search resources, and housing information. Some of the local agencies participating last year in addition to Coalition members were Early Childhood Intervention, Faith Mission, First Step Inc., Helen Farabee MHMR Center, NORTEX Regional Planning Commission, North Texas United Way, Social Security Administration, Texas Department of Public Safety, Texas Veterans Commission, Wichita Adult Literacy Council, Wichita County Health Department, Wichita Falls Housing Authority, and Workforce Resource of North Texas.

To address needs of the non-homeless, the City makes a concerted effort to coordinate with other local service providers, especially the Texas Department of Aging and Disability Services, to address the special needs of this population group through its Minor/Emergency Repair Programs. The City will continue to work with local organizations to assist in their efforts to seek programs and funding sources for supportive housing programs to meet the needs of the elderly, persons with AIDS, substance abusers, the mentally ill, and public housing residents.

The City's Housing Division acts as a Public Housing Agency, operates the Section 8 Program with 989 available Housing Choice Vouchers and cooperates closely with the Wichita Falls Housing Authority to increase housing choices and alternatives to meet the needs of lower income persons. The Housing Division places an annual notice in water/sewer bills about affordable housing opportunities offered by the City's CHDO, Habitat for Humanity, and how to apply for Habitat's program. Neighborhood Resources works closely with the Housing Division in counseling Section 8 clients who are approaching the sufficiency level whereby they might benefit from the City's First-Time Homebuyers Program.

The Wichita Falls Housing Authority offers day care and education classes to its residents to help them earn a GED Certificate in order to obtain employment in more productive and higher-paying positions. Computer facilities and computer training are available to Housing Authority and Eastside Addition residents to further their employable skills and provide timely, online information about employment opportunities. The WFHA operates a Family Self-Sufficiency Program to help residents work toward becoming employed, financially independent of welfare, and economically self-sufficient.

The City, along with Christmas in Action, continues to offer assistance to elderly and disabled homeowners by providing grants for renovations necessary to improve accessibility and for essential emergency and minor repairs to their dwellings. The Public Housing Authority has converted a number of their units to provide barrier-free access. The Section 8 Program office provides information on barrier-free units to those individuals needing accommodation. The CDBG concrete crew continues throughout the city to construct handicapped ramps from street to sidewalk in neighborhoods and public facilities.

The City provides financial resources to support Senior Citizens Services of North Texas' Meals on Wheels Program that provides nutritious meals to home-bound seniors and mentally and physically handicapped. The City also administers a HOPWA program (a pass through grant from Tarrant County) through the Housing Division and the Wichita Falls-Wichita County Health District to provide services and rental assistance for persons with AIDS.

☐ **Barriers to Affordable Housing 91.220(j)**

19. Describe the actions that will take place during the next year to remove barriers to affordable housing.

One barrier for low income persons whose goal is homeownership is available cash for closing costs and an affordable mortgage. More strict underwriting requirements by lenders also limit homeownership opportunities. The City offers downpayment and closing cost assistance programs through the First-Time Homebuyers Program and provides a mortgage buy-down for new homebuyers of Habitat for Humanity's new construction. Nortex Housing Finance Corporation provides low fixed-rate mortgage loans with downpayment assistance that also works in conjunction with the City's FTHB Program to make housing more affordable. Another barrier is cost of utility payments and the age and condition of the local housing stock, much of which was constructed in the 1950's. Because the home market is slow and selling prices low, many sellers do not have extra cash to make repairs required for the FTHB Program. The City, in the minor repair component of the FTHB Program, replaces old, potentially-failing and inefficient HVAC units with new units, thereby reducing utility costs to the homebuyer and increasing energy efficiency. Where needed, it also replaces deteriorated roofs and provides upgraded electrical systems and electrical repairs to help new low-income owners avoid this potential expense and allow the home to pass City inspection. Habitat's new homes are now complying with Energy Star certifications and have achieved the LEED classification, likewise reducing utility costs significantly and increasing sustainability. Habitat offers 0% loans adapted to the buyer's ability to pay. The City Building Inspection Division has adopted the International Residential Code and the International Building Code, including IECC standards for energy efficiency, and has made revisions to the licensing and bonding requirements of contractors to insure availability of more affordable, safe and decent housing to community residents.

☐ **Other Actions 91.220(k)**

20. Describe the actions that will take place during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce the number of housing units containing lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, enhance coordination between public and private agencies (see 91.215(a), (b), (l), (j), (k), and (l)).

**a) Obstacles to meeting underserved needs**

The City administers programs and works with local non-profit social service providers that provide a variety of activities to meet the needs of the community identified in the Consolidated Plan. The City administered a Homeless Prevention Rapid Re-housing Program to aid low-income persons threatened with homelessness that ended in July of this year. Until funding and program structure becomes available late this fall under the Continuum of Care grant, homeless assistance will be limited. The City provides funding support for senior nutritional programs, additional home repair activity by non-profits, including handicapped accessibility, programs assisting abused children and families, and support for affordable child care. To assist in job opportunities for the unemployed, the City administers a Concrete Crew Training Program that frequently provides job skills that result in permanent employment and greater earnings. The Concrete Crew installs handicapped ramps throughout the city to improve accessibility for the wheelchair-bound and other handicapped persons. The lack of adequate funding compared to

the scope of the need of all of these programs is the greatest obstacle to meeting these underserved needs.

**b) Foster and maintain affordable housing**

CDBG-funded waterline replacement projects by the City's Public Works Department provides improved water quality, reliability, and fire protection capacity to residents of the low-income, predominately-minority Eastside and Northside Additions. To meet the community's need for affordable and decent housing, the City administers a First-Time Homebuyer Program that provides acquisition assistance and funds for certain home repairs, a Minor/Emergency Repair Program to assist low-income owners maintain a safe and decent property, and a Housing Choice Voucher Program to assist families with affordable rents. The City supports Habitat for Humanity in developing additional affordable housing in the community, offering tax-foreclosed city-owned lots to Habitat for redevelopment.

**c) Evaluate and reduce the number of housing units containing lead-based paint hazards**

Neighborhood Resources Housing/Rehab Inspector maintains 3 different licensing certifications as a Lead-Based Paint Risk Assessor, Inspector, and Lead Abatement for Contractors Supervisor. The NR Inspector, during inspections of homes for the FTHB Program and the Minor/Emergency Repair Program, applies those skills and knowledge in evaluating any LBP hazards and establishing appropriate, regulatory-based corrective measures to reduce lead hazards. The NR Inspector oversees all repairs made under these programs. All applicants for Division programs are provided a copy of the EPA's "Lead-Safe Guide to Renovate Right" that contains information about LBP and safe work practices. Neighborhood Resources Division also serves as a resource for the Housing Division's Section 8 Program and for the Wichita Falls-Wichita County Public Health District during lead investigations to determine the source of lead exposure of children in the suspected household. In this circumstance, Neighborhood Resources uses the Division's XRF Lead Analyzer to identify and measure lead hazards and produce a Risk Assessment Report for the property. NR Division has worked in cooperation with Vernon College to conduct and support certification/training classes for contractors to undertake work involving homes build prior to 1978. NR Division has provided information about these classes to the Building Inspections Division to publicize this availability to local contractors seeking permits.

**d) Reduce the number of poverty-level families**

To improve employable skills and increase earning capacity of poverty-level households, the Wichita Falls Housing Authority conducts classes in computer literacy, operates a self-sufficiency program, and provides GED classes. The City provides child care subsidies to client families of Child Care, Inc., to allow parents to maintain employment. The City operates a job-training concrete crew program to help un/under-employed find good paying jobs.

**e) Develop institutional structure**

Entitlement/Participating Jurisdiction funding limitations create the necessity to develop and support additional structure within the community to meet local needs of the low-moderate income population. The City actively maintains a good relationship with social service and public service providers, supports their work in meeting local needs by encouraging applications for funding and providing technical support for that process, and by offering help with capacity development. The City

notifies and encourages involvement of local organizations in training opportunities through on-line resources and workshops offered by HUD and other national community service providers that are intended to improve management skills and capacity for effective program delivery.

**f) Enhance coordination between public and private agencies**

The City works in collaboration with a variety of local agencies to address needs of the low-moderate income population. CDBG Funds are provided to Senior Citizens Services of North Texas to provide meals to the homebound elderly, and mentally and physically handicapped. Entitlement funding provided to Child Care Inc. allows low income parents access to affordable day care to enable them to work. Christmas in Action works with the City to perform minor repairs to elderly and handicapped low income homeowners, and the City assists CIA by providing floodplain maps of individual addresses to verify eligibility. The City is a member of the Homeward Bound Homeless Coalition, a group of local agencies that address the needs of the homeless population, and supports the organization's efforts in formalizing the structure of the organization to implement homeless services funded with the Continuum of Care Grant. To provide support for the new Early Head Start facility and improved safety for the children, the City provided funds to install a circular drive and connecting sidewalk on the property. The City assisted Patsy's House to receive funding for security lighting improvements. The City coordinates with the Housing Authority, most recently in providing technical advice and review of federal environmental requirements applicable to their program.

## PROGRAM SPECIFIC REQUIREMENTS

☐ **CDBG 91.220(I)(1)**

1. Identify program income expected to be received during the program year, including:
  - amount expected to be generated by and deposited to revolving loan funds;
  - total amount expected to be received from each new float-funded activity included in this plan; and
  - amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.
2. Program income received in the preceding program year that has not been included in a statement or plan.
3. Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.
4. Surplus funds from any urban renewal settlement for community development and housing activities.
5. Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
6. Income from float-funded activities.
7. Urgent need activities, only if the jurisdiction certifies.
8. Estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate income.

The City does not expect to receive any program income during the upcoming program year from either the CDBG or HOME Programs, and has not received any program income during the prior program year. The City does not operate any programs that utilize Section 108 Loan guarantees, receive or maintain surplus funds from any urban renewal settlement for community development and housing activity, had grant funds returned to the line of credit whose planned use is not included in a prior statement or plan, receive income from float-funded activities, or administer any activities classified as urgent need.



CDBG funding received by the City is directed to and utilized primarily for the benefit of low to moderate income persons, programs serving special needs populations with presumed benefit status, and activities within CDBG-eligible census tracks and block groups.

Total available PY 2012 CDBG funding is \$1,235,104 that includes \$150,000 in unexpended PY 2011 CDBG funds that are being reprogrammed in this Action Plan to carry out eligible activities, and \$1,085,104 in current-year entitlement funds. Unexpended funds carried forward to be reprogrammed result from prior-year CDBG-funded activities that came in under budget or experienced delays of contract award and therefore did not expend the total amount allocated for the approved project for that year. Of this \$1.2 million total available CDBG funding, \$1,033,083 (admin subtracted) is available for CDBG activities and projects that potentially or directly benefit low-mod populations. The City estimates that approximately 83% of CDBG funding available and planned for projects and activities will likely benefit the low-moderate income population. Proposed activities by the following organizations and funding amounts that will benefit low-mod income persons (including presumed benefit classifications) include:

#### Activities Benefitting Low-Mod Income Population

Organization	Funding Amount
Child Care Inc.	\$113,935
Sr. Citizens Meals on Wheels	\$48,829
Sr. Citizens Vent-A-Hood for MOW Kitchen	\$24,727+ \$15,000 PY11
Christmas in Action	\$30,000
Patsy's House	\$10,590
Minor Repair Program	\$85,000
Emergency Repair Program	\$50,000
Concrete Training Crew – Handicapped Ramps	\$100,000
Public Works Waterline Replacement	\$200,000
Code Enforcement Demolition & Clearance	\$295,000
Code Enforcement Activity	\$60,000
<b>TOTAL</b>	<b>\$1,033,081</b>

#### ☐ HOME 91.220(I)(1)

- Describe other forms of investment. (See Section 92.205)  
If grantee (PJ) plans to use HOME funds for homebuyers, did they state the guidelines of resale or recapture, as required in 92.254.
- If grantee (PJ) plans to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, state its refinancing guidelines required under 24 CFR 92.206(b).
- Resale Provisions -- For homeownership activities, describe its resale or recapture guidelines that ensure the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4).
- HOME Tenant-Based Rental Assistance -- Describe the local market conditions that led to the use of a HOME funds for tenant based rental assistance program.  
If the tenant based rental assistance program is targeted to or provides a preference for a special needs group, that group must be identified in the Consolidated Plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by this population.
- If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), describe these forms of investment.

6. Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.
7. Describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.
8. If a jurisdiction intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds, state its financing guidelines required under 24 CFR 92.206(b).
9. If the PJ will receive American Dream Downpayment Initiative (ADDI) funds, describe:
  - a. planned use of the ADDI funds.
  - b. plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such persons.
  - c. actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

The City of Wichita Falls does not use other forms of investment other than those described in 24 CFR 92.205(b).

The City of Wichita Falls does not use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds.

Included in the FTHB application is a written agreement that includes a section titled "Notice Regarding Recapture Provisions of the FTHB Program." Buyers sign the form acknowledging they understand the repayment of assistance under certain conditions. Buyers are required to repay all or part of the HOME Program assistance if and when they cease to occupy the property as their primary principal residence during the 5-year or 10-year affordability period. If the assistance amount from the FTHB Program is less than \$15,000, the affordability period is 5 years and the assistance is forgiven at 20% on the anniversary date of the transfer of title for each year the FTHB occupies the house as their primary residence. If the assistance amount is greater than \$15,000, the affordability period is 10 years and the assistance is forgiven at 10% on the anniversary date of the transfer of title for each year the FTHB occupies the house as their primary residence. If a sale or foreclosure occurs, and proceeds do not allow for the full repayment amount, the repayment will be made from "net proceeds", defined as the amount remaining after repayment of the mortgage loan balance and payment of seller's closing costs.

For CHDO Affordable Housing applicants that receive mortgage buy-down assistance, resale provisions are in effect. Buyers are also subject to the 5 or 10-year affordability period described above, requiring principal occupancy in the assisted property for the applicable term. If they do sell the house before the end of the affordability period in which the lien is then released, the new purchaser must be low income (meeting the current HOME Program definitions) and must occupy the property as their principal residence during the duration of the required Period of Affordability. The Period of Affordability for the new buyer will be the time period that remains on the original lien. The sales price must be "affordable" to the new purchaser as well. The term "affordable" means the amount paid by the new purchaser for principal, interest, property taxes and insurance ("PITI") does not exceed thirty-four (34%) percent of the new purchaser's gross income. The seller must receive a "fair return" on their investment. The term "fair return" includes the seller's initial cash investment plus depreciated value of any capital improvements

made to the property by the seller during the period of affordability and seller's closing costs.

The requirements for both programs are enforced through legal documents provided by the City of Wichita Falls at closing that the applicant signs which are then filed for record with the Wichita County Clerk. Once the applicant has lived in their home beyond the affordability period of the City's lien, the City will release its lien on the property and the applicant will have no further obligations to the City.

The City of Wichita Falls does not have a HOME Tenant Based Rental Assistance Program. The City of Wichita Falls does not receive any American Dream Downpayment Initiative (ADDI) funds.

Although none of the City's HOME funded projects contained five or more units as described in 25 CFR 92.351, thus requiring the City to employ affirmative marketing as outlined by regulation, the City nonetheless incorporated affirmative marketing actions in its promotion of the HOME program to ensure that persons from all racial, ethnic, and gender groups present in the City were afforded equal opportunity in housing activities. For the FTHB Program, applicants are pre-qualified by and referrals made by local lenders and the real estate community. Habitat for Humanity, acting as the City's CHDO, uses volunteer labor to construct homes. The CHDO will be encouraged to actively solicit minorities when specialized work is necessary to be contracted out.

All of the City of Wichita Falls and CHDO marketing materials display the Fair Housing logo. Habitat specifically recruits from the minority community. Both the City and Habitat encourage and welcome minority participation in all aspects of program operation and will continue to not only solicit but advertise for minority contractors. Applicants that cannot speak English are provided assistance by staff that can interpret during the application process, and this service is promoted during community education and marketing efforts of HOME-funded programs. The number of minority applicants fluctuates depending upon economic conditions and the lending environment. The Neighborhood Resources Division continues to seek and evaluate methods and opportunities to provide affordable housing opportunities to the minority community.

The City encourages any qualified contractor or service provider of any race or gender to consider participation in its repair programs. The City welcomes broadening the number of contractors because of the limited number currently willing to participate.

The City's marketing efforts are intended to attract buyers of all majority and minority groups, regardless of sex, age, handicap, or family status. From time to time, as conditions warrant and budget allows, the FTHB and Minor Repair Programs places ads in local Spanish-language newspapers, and will continue to seek applicants from the minority community. Participating lenders include advertising information about the FTHB program in their mortgage loan marketing literature given to loan applicants. Active and frequent one-to-one collaboration by program staff with lenders and real estate agents encourages reaching low-income and minority communities with affordable housing opportunities.

Staff participates in lender-sponsored homebuyer workshops that promote the program to the community and explain in detail program requirements and the application process.

Staff makes presentations to local realtors to educate them about what affordable

housing programs are available to their clients, to explain the First Time Homebuyer Program, describe requirements of property standards and lead-paint regulations and address any questions they may have. Personal visits with bankers accomplished similar objectives. The City of Wichita Falls does not use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds.

## ☐ **HOPWA 91.220(I)(3)**

1. One year goals for the number of households to be provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family, tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.

The Wichita Falls-Wichita County Public Health District (WFWCPHD) receives and will continue to apply for HIV and AIDS related pass-through grants from Tarrant County, in the county's capacity as a HOPWA grant recipient from the Texas Department of Health. Program year is February through January and current funding is \$36,000.

The City's Health Department administers a short term rental assistance program and the Housing Division provides long-term tenant-based rental assistance. The number of clients served fluctuates, but the average number is approximately 12 households. WFWCPHD assists HOPWA clients with utility payments, and life-management skills to achieve the goal of self-sufficiency and homelessness prevention. Payments have caps of \$350 for Utilities and \$500 for Mortgage for emergency situations. Included in supportive services are a food pantry and help with medical and non-medical transportation (depending on funding), food vouchers, and bus passes. The Health Department collaborates with a local non-profit, Circle of Hope, to help HOPWA clients with deposits, telephone bills and other expenses that are not covered under HOPWA guidelines. The client goal for this portion of the program, including household dependents, is 50 persons receiving services.

## **OTHER NARRATIVES AND ATTACHMENTS**

Include any action plan information that was not covered by a narrative in any other section. If optional tables are not used, provide comparable information that is required by consolidated plan regulations.

### Monitoring Standards and Procedures

To ensure accountability of public funds and a timely progression toward Consolidated Plan goals, the City of Wichita Falls follows a comprehensive monitoring plan. Each goal undertaken will require different approaches to assure adequate quality control and to demonstrate compliance with applicable Federal rules. The essential elements of this monitoring plan are the promotion of accountability, the establishment of quality standards, and the maintenance of accurate and complete records. These activities will provide a reasonable test for program or contract compliance.

For applicable construction related projects, the City will monitor compliance with the Davis-Bacon Act and other federal labor standards and regulations. Pre-construction

conferences are held with contractors to explain federal requirements applicable to the project. The HUD Debarred Contractors List is referenced for the eligibility of contractors when construction, renovation, and repair activities are undertaken. Weekly payroll reports of employee wage records and payments will be monitored. On-site employee interviews will be conducted as appropriate to verify compliance and target contractors with suspected problems.

Generally, the monitoring of nonprofits will be to account for eligible expenditure of funds and that the recipient or beneficiary of assistance provided by one or more Consolidated Plan activities is classified as an eligible person or household. An important aspect of this monitoring plan will be to ensure the accountability and compliance of other agencies and organizations undertaking Consolidated Plan activities with federal funds received through the City of Wichita Falls. The City will require compliance with all applicable federal program requirements as well as ensure the appropriate expenditure of funds.

In addition to the initial on-site inspection assessment that is performed in acquisition activities, owner-occupied housing minor and emergency repair grant projects will be monitored on-site during construction to ensure quality control, compliance with federal and local property standards, lead-based paint regulatory compliance, and homeowner satisfaction. FTHB Program for acquisition assistance undergoes an initial inspection with a write-up and a final inspection when any required repairs are performed to insure the property meets federal and local standards and codes. Participant eligibility will be randomly audited.

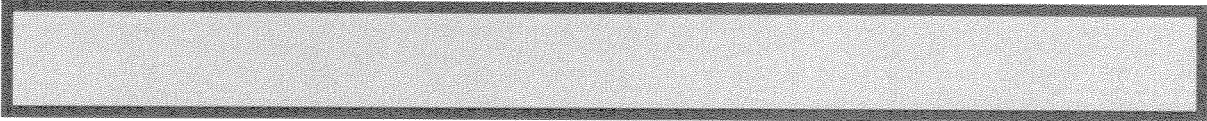
Public service activities will be monitored to ensure that participants are low or moderate income or fall within a presumed benefit class. Subrecipients are monitored for compliance with contract provisions and applicable HUD regulations. Neighborhood Resources staff will conduct on-site visits to ensure compliance with regulations, maintenance of accurate records, and proper use of federal funds.

#### Grantee Certifications

Found in **Attachment D** are various federal certifications required by HUD and executed by the grantee affirming compliance with a cross-section of regulations and statutes applicable to federal program administration.

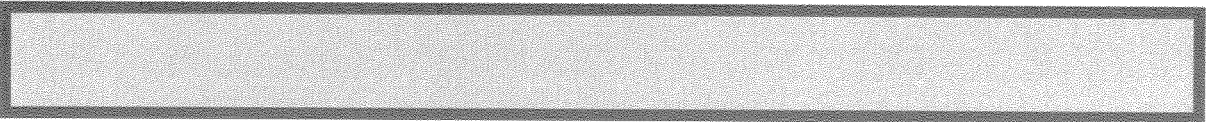


## PY 2012 Action Plan



### Attachment A

## SF424 – Application for Federal Assistance



**Application for Federal Assistance SF-424**

Version 02

**\*1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\*2. Type of Application**

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify) \_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

B-12-MC-48-0030

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: City of Wichita Falls

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

75-6000714

\*c. Organizational DUNS:

059463133

**d. Address:**\*Street 1: 1300 7<sup>th</sup> Street

Street 2: \_\_\_\_\_

\*City: Wichita FallsCounty: Wichita\*State: Texas

Province: \_\_\_\_\_

\*Country: United States\*Zip / Postal Code 76301**e. Organizational Unit:**

Department Name:

Community Development Department

Division Name:

Neighborhood Resources Division

**f. Name and contact information of person to be contacted on matters involving this application:**Prefix: Mr. \*First Name: MichaelMiddle Name: ---\*Last Name: UriniakSuffix: Jr.Title: Neighborhood Resources Administrator

Organizational Affiliation:

\*Telephone Number: 940-761-7448

Fax Number: 940-761-6845

\*Email: michael.uriniak@wichitafallstx.gov

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

CDBG Entitlement Grant

**\*12 Funding Opportunity Number:**

\*Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Wichita Falls, Texas

**\*15. Descriptive Title of Applicant's Project:**

Funding for the operation of the CDBG program to provide eligible services, activities and improvements to low income neighborhoods and for the benefit of low income individuals.



**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: TX-013

\*b. Program/Project: TX-013

**17. Proposed Project:**

\*a. Start Date: 10/01/2011

\*b. End Date: 09/30/2012

**18. Estimated Funding (\$):**

*a. Federal	1,085,104
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	1,085,104

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix: Mr. \*First Name: Darron

Middle Name: J.

\*Last Name: Leiker

Suffix:

\*Title: City Manager

\*Telephone Number: 940-761-7404

Fax Number: 940-761-6845

\* Email: darron.leiker@wichitafallstx.gov

\*Signature of Authorized Representative: 

\*Date Signed: 7-31-12

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**Application for Federal Assistance SF-424**

Version 02

\*1. Type of Submission:

☐ Preapplication☒ Application☐ Changed/Corrected Application

\*2. Type of Application

☒ New☐ Continuation☐ Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

M-12-MC-48-0214

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: City of Wichita Falls

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

75-6000714

\*c. Organizational DUNS:

059463133

**d. Address:**\*Street 1: 1300 7<sup>th</sup> Street

Street 2: \_\_\_\_\_

\*City: Wichita Falls

County: Wichita

\*State: Texas

Province: \_\_\_\_\_

\*Country: United States

\*Zip / Postal Code 76301

**e. Organizational Unit:**

Department Name:

Community Development Department

Division Name:

Neighborhood Resources Division

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. \*First Name: Michael

Middle Name: ---

\*Last Name: Uriniak

Suffix: Jr.

Title: Neighborhood Resources Administrator

Organizational Affiliation:

\*Telephone Number: 940-761-7448

Fax Number: 940-761-6845

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-239

CFDA Title:

HOME Investment Partnership Program

**\*12 Funding Opportunity Number:**

\*Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Wichita Falls, Texas

**\*15. Descriptive Title of Applicant's Project:**

Funding for acquisition assistance, minor repairs, and construction of housing for low-moderate income persons.

## Application for Federal Assistance SF-424

Version 02

## 16. Congressional Districts Of:

\*a. Applicant: TX-013

\*b. Program/Project: TX-013

## 17. Proposed Project:

\*a. Start Date: 10/01/2011

\*b. End Date: 09/30/2012

## 18. Estimated Funding (\$):

*a. Federal	346,257
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	346,257

## \*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

## \*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

## Authorized Representative:

Prefix: Mr. \*First Name: Darron

Middle Name: J.

\*Last Name: Leiker

Suffix:

\*Title: City Manager

\*Telephone Number: 940-761-7404

Fax Number: 940-761-6845

\* Email: darron.leiker@wichitafallstx.gov

\*Signature of Authorized Representative:

\*Date Signed: 7/31/12

**Application for Federal Assistance SF-424**

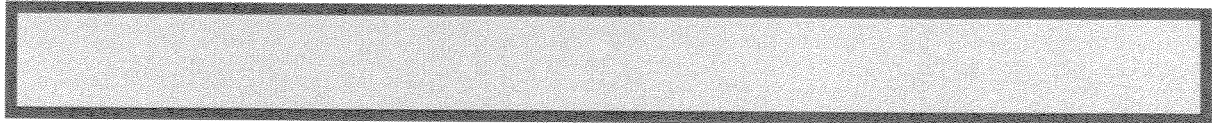
Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

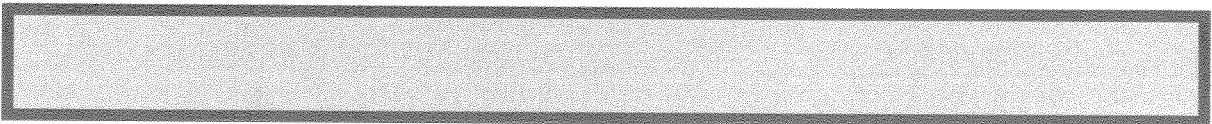


## PY 2012 Action Plan



### Attachment B

#### Table 3A Summary Of Specific Objectives



Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
<b>SL-1</b>	<b>SUITABLE LIVING ENVIRONMENT - Availability/Accessibility</b>						
<b>SL-1.1</b>	Concrete Training Crew Program- Construction of Handicapped Ramps (Project #9)	CDBG	Number of Handicapped Ramps	2010	30		
				2011	30		
				2012	30		
				2013	30		
				2014			
			<b>MULTI-YEAR GOAL</b>		<b>150</b>		
<b>SL-1</b>	<b>SUITABLE LIVING ENVIRONMENT - Availability/Accessibility</b>						
<b>SL-1.2</b>	Sr. Citizens Services of North Texas – Meals On Wheels Program (Project #3)	CDBG	Number of People Served	2010	550		
				2011	550		
				2012	550		
				2013			
				2014			
			<b>MULTI-YEAR GOAL</b>		<b>2,750</b>		
<b>SL-1</b>	<b>SUITABLE LIVING ENVIRONMENT - Availability/Accessibility</b>						
<b>SL-1.3</b>	Child Care, Inc. – Childcare Program for Low-Income Families (Project #2)	CDBG	Number of People Served	2010	100		
				2011	100		
				2012	100		
				2013			
				2014			
			<b>MULTI-YEAR GOAL</b>		<b>500</b>		
<b>SL-1</b>	<b>SUITABLE LIVING ENVIRONMENT - Availability/Accessibility</b>						
<b>SL-1.4</b>	Senior Citizens Meals on Wheels Kitchen - Install Vent-A-Hood (Project #5) / Patsy's House-Security Lighting (Project #6)	CDBG	Number Public Facilities Improved	2010	3		
				2011	3		
				2012	2		
				2013			
				2014			
			<b>MULTI-YEAR GOAL</b>		<b>TBD</b>		



SL-1 SUITABLE LIVING ENVIRONMENT - Availability/Accessibility							
SL-1.5	Public Works Waterline Replacement Program (Project #10)	CDBG	Number of People Served	2010			
				2011	1602		
				2012	1214		
				2013			
				2014			
			MULTI-YEAR GOAL			TBD	
SL-2 SUITABLE LIVING ENVIRONMENT - Affordability							
SL-2.1		CDBG		2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
SL-3 SUITABLE LIVING ENVIRONMENT - Sustainability							
SL-3.1	Building /Code Enforcement – Demolition of Hazardous Structures (Project #11)	CDBG	Number of Housing Units Demolished	2010	35		
				2011	35		
				2012	35		
				2013			
				2014			
			MULTI-YEAR GOAL			175	
SL-3 SUITABLE LIVING ENVIRONMENT - Sustainability							
SL-3.2	Building /Code Enforcement Inspections Administration (Project #12)	CDBG	Number of Inspections Performed	2010	600		
				2011	600		
				2012	600		
				2013			
				2014			
			MULTI-YEAR GOAL			3,000	

Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
<b>DH-1 DECENT HOUSING - Availability/Accessibility</b>							
DH-2.1				2010			
				2011			
				2012			
				2013			
				2014			
			<b>MULTI-YEAR GOAL</b>				
<b>DH-2 DECENT HOUSING - Affordability</b>							
DH-2.1	Christmas in Action Home Repair Program (Project #4)	CDBG	Number of Housing Units Assisted	2010	20		
				2011	20		
				2012	20		
				2013			
				2014			
			<b>MULTI-YEAR GOAL</b>		<b>100</b>		
<b>DH-2 DECENT HOUSING - Affordability</b>							
DH-2.2	CDBG Minor Repair Program (Project #7)	CDBG	Number of Housing Units Assisted	2010	15		
				2011	15		
				2012	15		
				2013			
				2014			
			<b>MULTI-YEAR GOAL</b>		<b>75</b>		
<b>DH-2 DECENT HOUSING - Affordability</b>							
DH-2.3	Emergency Repair Program (Project #8)	CDBG	Number of Housing Units Assisted	2010	10		
				2011	10		
				2012	10		
				2013			
				2014			
			<b>MULTI-YEAR GOAL</b>		<b>50</b>		

Page 4 of 10

DH-2 DECENT HOUSING - Affordability						
DH-2.4	FTHB Downpayment Assistance Program w/Minor Repair (Project #14)	HOME	Number of Housing Units Assisted	2010	15	
				2011	15	
				2012	15	
				2013		
				2014		
		MULTI-YEAR GOAL			75	
DH-2 DECENT HOUSING - Affordability						
DH-2.5	Mortgage buy-down for CHDO Affordable Housing Program (Project #15)	HOME	Number of Housing Units Assisted	2010	7	
				2011	7	
				2012	7	
				2013		
				2014		
		MULTI-YEAR GOAL			35	
DH-2 DECENT HOUSING - Affordability						
DH-2.6	CHDO Set-Aside – Development costs in building affordable housing units (Project #16)	HOME	Number of Housing Units Assisted	2010	7	
				2011	7	
				2012	7	
				2013		
				2014		
		MULTI-YEAR GOAL			35	
DH-3 DECENT HOUSING - Sustainability						
DH-2.1				2010		
				2011		
				2012		
				2013		
				2014		
		MULTI-YEAR GOAL				

Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
<b>EO-1 ECONOMIC OPPORTUNITY - Availability/Accessibility</b>							
EO-3.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
<b>EO-2 ECONOMIC OPPORTUNITY - Affordability</b>							
EO-3.2				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
<b>EO-3 ECONOMIC OPPORTUNITY - Sustainability</b>							
EO-3.3				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				

Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
<b>CR-1 Community Revitalization</b>							
CR-1.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
<b>O-1 Other</b>							
O-1.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				



## PY 2012 Action Plan

### Attachment C

#### Table 3C Consolidated Plan Listing of Projects

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**  
Planning/Administration

**Project Title**  
Grant Administration

**Description**

Provide salaries and operating costs for Administration of CDBG programs. Funds will be used for program management, coordination, monitoring and evaluation associated with carrying out eligible activities, necessary expenses for the effective administration and delivery of services. Funding includes indirect costs that reimburse the City's General Fund or other accounting units for documented costs.

**Objective category:** ☐ Decent Housing  
☐ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☐ Affordability  
3 ☐ Sustainability

**Location/Target Area**  
Community Wide

Objective Number N/A	Project ID 0001
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code N/A	Annual Units N/A
Local ID 204-6810-01-2012	Units Upon Completion N/A

**Funding Sources:**

CDBG	217,028.80
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	217,028.80

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**  
Public Services

**Project Title**  
Child Care Inc.

**Description**

Funding for subsidized child care for low-moderate income working families at the organization's following five locations: MLK Child Care Center, Ben Donnell Center, Huey Learning Center, Haynes Northwest Academy, and Hershel Zale Center. These centers are located in low-income areas and provide an essential support service necessary to expand the economic opportunities for target families.

**Objective category:** ☐ Decent Housing  
☒ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☒ Availability/Accessibility  
2 ☐ Affordability  
3 ☐ Sustainability

**Location/Target Area**

MLK Child Care Center, 1100 Smith; Ben Donnell Center, 211 East Wichita; Huey Learning Center, 1513 North Sixth Street (Rear); Haynes Northwest Academy, 1705 Katherine Drive; Hershel Zale Center, 403 Lamar Street – Wichita Falls, TX

Objective Number SL-1	Project ID 0002
HUD Matrix Code 05L	CDBG Citation 570.201(e)
Type of Recipient Subrecipient Private	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [01] People	Annual Units 100
Local ID 204-6810-02-2012	Units Upon Completion 100

**Funding Sources:**

CDBG	113,935.92
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	113,935.92

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



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**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

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**Priority Need**  
Public Services

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**Project Title**  
Senior Citizens Services of North Texas (The Kitchen) – Meals on Wheels

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**Description**  
Funds are used by the Senior Citizens Services of North Texas to provide a home delivered meal to elderly and handicapped persons each day at noon. To qualify for these meals, a client must have a physical or mental need or be 62 years of age or older.

---

**Objective category:** ☐ Decent Housing  
☒ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☒ Availability/Accessibility  
2 ☐ Affordability  
3 ☐ Sustainability

---

**Location/Target Area**  
1008 Burnett Street / Community Wide

Objective Number SL-1	Project ID 0003
HUD Matrix Code 05A	CDBG Citation 570.201(e)
Type of Recipient Subrecipient Private	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [01] People	Annual Units 500
Local ID 204-6810-03-2012	Units Upon Completion 500

**Funding Sources:**

CDBG	48,829.68
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	48,829.68

---

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Owner Occupied Housing

**Project Title**

Christmas in Action – Home Repair

**Description**

Provide funding for building materials and supplies to enable volunteers from the local chapter of Christmas in Action to perform minor repairs and handicapped accessibility improvements to single-family, owner-occupied homes of low income, elderly and disabled persons. These repairs increase sustainability, allowing low-income homeowners to remain in their homes in a safer, more decent environment.

**Objective category:** ☒ Decent Housing  
☐ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☒ Affordability  
3 ☐ Sustainability

**Location/Target Area**

Community Wide

Objective Number DH-2	Project ID 0004
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Subrecipient Private	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [10] Housing Units	Annual Units 20
Local ID 204-6810-04-2012	Units Upon Completion 20

**Funding Sources:**

CDBG	30,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	30,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**  
Public Services

**Project Title**  
Senior Citizens Services of North Texas – Vent-A-Hood for Meals on Wheels Kitchen

**Description**

Supplemental funding for this PY2011 project (IDIS #1327) to install a code-required, vent-a-hood for the tilting skillet in the Meals on Wheels kitchen at 1008 Burnett that prepares home delivered meals for delivery to elderly and handicapped persons each day at noon. Bids exceeded PY11 funding, so \$15,000 allocated in PY11 will carry forward and be added to this PY12 funding authorization for this project. Work will begin in PY 2012.

**Objective category:** ☐ Decent Housing  
☒ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☒ Availability/Accessibility  
2 ☐ Affordability  
3 ☐ Sustainability

**Location/Target Area**

1000 Burnett / Community Wide

Objective Number SL-1	Project ID 005
HUD Matrix Code 03A	CDBG Citation 570.201(e)
Type of Recipient Subrecipient Private	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date mm/dd/yyyy) 09/30/2013
Accomplishment Code [11] Public Facilities	Annual Units 1
Local ID 204-6810-05-2012	Units Upon Completion 1

**Funding Sources:**

CDBG	24,727.60
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding (FY11 CDBG)	15,000
Total	39,727.60

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Wichita Falls

**Priority Need**  
Abused and Neglected Children

**Project Title**  
Patsy's House – Outdoor Security Lighting

**Description**  
Limited rehabilitation to install outdoor security lighting in areas lacking adequate illumination. Because the facility is located near downtown, and clients and staff may enter the facility during nighttime hours, a need exists for increased security measures, especially additional lighting. Building houses a non-profit organization that provides counseling, advocacy and support services for abused-neglected children.

**Objective category:** ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity  
**Outcome category:** ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

**Location/Target Area**  
1411 10<sup>th</sup> Street, Wichita Falls, TX 76301/Community-Wide

Objective Number SL-1.1	Project ID 0006
HUD Matrix Code 03Q	CDBG Citation 570.201(c)
Type of Recipient Subrecipient Private	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Performance Indicator 11 Public Facilities	Annual Units 1
Local ID 1115-06	Units Upon Completion 1

**Funding Sources:**

CDBG	10,590
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	10,590

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Housing

**Project Title**

Minor Repair Program

**Description**

Funding for minor repairs and/or accessibility issues on single-family, owner-occupied homes that provide improvements enabling low/moderate income persons to remain in their homes in a safer, more decent environment. Applicant household must be at 80% of median income or below, property cannot be in the 100-year floodplain or be so substandard that investment of federal funds would not be cost-responsible. CDBG-funded minor repairs of up to approximately \$5,000-\$6,000 are grants.

**Objective category:** ☒ Decent Housing  
☐ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☒ Affordability  
3 ☐ Sustainability

**Location/Target Area**

Community Wide

Objective Number DH-2	Project ID 0007
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 10/01/2011	Completion Date (mm/dd/yyyy) 09/30/2012
Accomplishment Code [10] Housing Units	Annual Units 15
Local ID 204-6810-07-2012	Units Upon Completion 15

**Funding Sources:**

CDBG	85,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	85,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**  
Housing

**Project Title**  
Emergency Repair Program

**Description**

Funding for emergency repair grants offered to low/moderate income single-family, owner-occupied households to make specific repairs of potentially hazardous conditions in their homes on an expedited basis. Applicant household must be at 80% of median income or below, property cannot be in the 100-year floodplain or be so substandard that investment of federal funds would not be cost-responsible. The faulty condition must meet the HUD definition of emergency need. CDBG-funded emergency repairs of up to approximately \$5,000-\$6,000 are grants.

**Objective category:** ☒ Decent Housing  
☐ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☒ Affordability  
3 ☐ Sustainability

**Location/Target Area**  
Community Wide

Objective Number DH-2	Project ID 008
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Government	CDBG National Objective LMH
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [10] Housing Units	Annual Units 10
Local ID 204-6810-08-2012	Units Upon Completion 10

**Funding Sources:**

CDBG	50,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	50,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**  
Infrastructure

**Project Title**  
Concrete Training Crew Program (Handicapped Ramps)

**Description**  
Continuing program that enables underemployed or unemployed, low/moderate income, unskilled workers the opportunity to learn concrete skills by site preparation, form building, and concrete finishing. Training not to exceed 1000 hours. Graduates acquire marketable skills and improve employability. In this community-wide program, trainees will curb cut and construct handicapped ramps leading from city streets and connecting to sidewalks.

**Objective category:** ☐ Decent Housing  
☒ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☒ Availability/Accessibility  
2 ☐ Affordability  
3 ☐ Sustainability

**Location/Target Area**  
Community Wide

Objective/Outcome Number SL-1	Project ID 009
HUD Matrix Code O3L	CDBG Regulatory Citation 570.201 (c)
Type of Recipient Local Government	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [11] Public Facilities	Annual Units 30
Local ID 204-6810-10-2012	Units Upon Completion 30

**Funding Sources:**

CDBG	100,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	100,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Infrastructure

**Project Title**

Public Works - Waterline Replacement (Northside Neighborhood)

**Description**

CDBG funding for replacement of approximately 1902 linear feet of existing, failing 2" waterlines with 6" lines that service homes within the Northside neighborhood (Stratford, N. Broadway, and N. Travis Streets) to improve water quality, dependability & delivery, and enhance fire protection capacity for the larger neighborhood. Approximately 19 households will receive direct benefit. Additional sewer lines sections on adjacent streets in the immediate area may be added to the project subject to bid amounts received.

**Objective category:** ☐ Decent Housing  
☒ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☒ Availability/Accessibility  
2 ☐ Affordability  
3 ☐ Sustainability

**Location/Target Area**

Northside Neighborhood ( N. 5<sup>th</sup> Streets) / Census Tract / Block Group 0111.1 / 0111.2

Objective Number SL-1	Project ID 0010
HUD Matrix Code 03J (Water/Sewer Improvements)	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [01] People	Annual Units 1214
Local ID 204-6810-11-2012	Units Upon Completion 1214

**Funding Sources:**

CDBG	200,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	200,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Demolition and Clearance

**Project Title**

Building/Code Enforcement Demolition Activities

**Description**

Provides demolition and clearance of hazardous and substandard buildings by spot basis. Funds for this project also include asbestos testing and removal, utility disconnects, associated project delivery and landfill costs.

**Objective category:** ☐ Decent Housing  
☒ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☐ Affordability  
3 ☒ Sustainability

**Location/Target Area**

Community Wide

Objective Number SL-3	Project ID 0011
HUD Matrix Code 04	CDBG Citation 570.201 (d)
Type of Recipient Local Government	CDBG National Objective SBS
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [10] Housing Units	Annual Units 35
Local ID 204-6810-12-2012	Units Upon Completion 35

**Funding Sources:**

CDBG	295,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	295,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Other

**Project Title**

Building/Code Enforcement Administration

**Description**

Operational costs to perform structure and abandoned vehicle inspections and reinspections. Partial funding of Code Enforcement Division administrative/operating costs for staff salaries (supervisor, clerk, code officers) supplies, court costs, training, filing fees etc. attributable to code enforcement activities within CDBG-eligible census tracts/block groups.

**Objective category:** ☐ Decent Housing  
☒ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☐ Affordability  
3 ☒ Sustainability

**Location/Target Area**

Community Wide (CDBG-Eligible Census Tracks / Block Groups Only)

Objective Number SL-3	Project ID 0012
HUD Matrix Code 15	CDBG Citation 570.202 (c)
Type of Recipient Local Government	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [10] Housing Units	Annual Units 200
Local ID 204-6810-13-2012	Units Upon Completion 200

**Funding Sources:**

CDBG	60,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	60,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Planning & Administration

**Project Title**

HOME Program Administration

**Description**

Activities involve general program management as well as applicant intake & eligibility screening, record keeping, IDIS data entry and reporting, monitoring program performance, and program marketing to the community.

<b>Objective category:</b>	<b>1</b> <input type="checkbox"/> Decent Housing <input type="checkbox"/> Suitable Living Environment <input type="checkbox"/> Economic Opportunity	<b>2</b>	<b>3</b>	<b>Outcome category:</b>	<b>1</b> <input type="checkbox"/> Availability/Accessibility <b>2</b> <input type="checkbox"/> Affordability <b>3</b> <input type="checkbox"/> Sustainability
----------------------------	--	----------	----------	--------------------------	---

**Location/Target Area**

N/A

Objective Number N/A	Project ID 0013
HUD Matrix Code 21A	HOME Citation/CDBG Citation 92.207 570.206
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code N/A	Annual Units N/A
Local ID 212-6850-14-2012	Units Upon Completion N/A

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	34,625.70
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	34,625.70

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Housing

**Project Title**

First-Time Homebuyers Down Payment Assistance Program with Minor Repair

**Description**

Currently provides HOME Program funds of \$5,500 for down payment and closing costs to low/moderate income homebuyers pre-qualified for a standard mortgage loan through local lenders, and also allocates HOME funds for units needing replacement of certain limited items (HVAC, roof, electrical upgrade, etc) performed after closing but before occupancy. Buyers purchase single-family homes within the city limits not to exceed the maximum FHA 203(b) sales price limit and sign legal documents enforcing a period of affordability for total HOME funds committed. Based upon HUD requirements, FTHB Program is evaluating a sliding scale assistance amount depending upon criteria such as homebuyer's income level, debt ratios, assets etc.

**Objective category:** ☒ Decent Housing  
☐ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☒ Affordability  
3 ☐ Sustainability

**Location/Target Area**

Community Wide

Objective Number DH-2	Project ID 0014
HUD Matrix Code 14G	HOME Citation/CDBG Citation 92.205(a)(1) 570.202
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [10] Housing Units	Annual Units 15
Local ID 212-6850-15-2012	Units Upon Completion 15

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	139,692.75
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	139,692.75

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

Table 3C  
Consolidated Plan Listing of Projects

Jurisdiction's Name: City of Wichita Falls

Priority Need  
Affordable Housing

Project Title  
CHDO Affordable Housing Program – Mortgage Buy-Down

Description

HOME entitlement-funded acquisition assistance of \$20,000 in the form of a mortgage buy-down, made available at property closing, for applicants purchasing a new affordable, energy-efficient home constructed by Habitat for Humanity. Assistance provided to make payments more affordable to the low income buyers, improving opportunity for sustaining homeownership. Based upon future HUD requirements, CHDO Mortgage Buy-Down Program is evaluating a sliding scale assistance amount depending upon criteria such as homebuyer's income level, debt ratios, assets, etc.

Objective category: ☒ Decent Housing  
☐ Suitable Living Environment  
☐ Economic Opportunity

Outcome category: 1 ☐ Availability/Accessibility  
2 ☒ Affordability  
3 ☐ Sustainability

Location/Target Area

Fuller Estates Development, Country Club Village Addition (CT/BG 0116.1) and community-wide as vacant lots are acquired.

Objective Number DH-2	Project ID 0015
HUD Matrix Code 13	HOME Citation/CDBG Citation 92.205(a)(1) 570.201(m)
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [10] Housing Units	Annual Units 7
Local ID 212-6850-16-2012	Units Upon Completion 7

Funding Sources:

CDBG	_____
ESG	_____
HOME	120,000
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
Total	120,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Wichita Falls

**Priority Need**

Owner – Occupied Housing

**Project Title**

CHDO 15% Set-Aside Activities

**Description**

Funds to provide development costs that are directly tied on a pro-rated basis to each unit of new construction. The program will support the production of new, affordable, energy-efficient (EnergyStar Qualified), single-family dwellings for low-income homebuyers on vacant lots using volunteer labor and some donated materials and that are not included in the final sales price. (HOME entitlement funds in the form of a mortgage buy-down are also used to make units affordable for each homebuyer.)

**Objective category:** ☒ Decent Housing  
☐ Suitable Living Environment  
☐ Economic Opportunity

**Outcome category:** 1 ☐ Availability/Accessibility  
2 ☒ Affordability  
3 ☐ Sustainability

**Location/Target Area**

Primarily Country Club Village Addition (CT/BG 0116.1) and community-wide as vacant lots are acquired.

Objective Number DH-2	Project ID 0016
HUD Matrix Code 12	HOME Citation/CDBG Citation 92.300 570.201(m)
Type of Recipient CHDO	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Accomplishment Code [10] Housing Units	Annual Units 7
Local ID 212-6850-17-2012	Units Upon Completion 7

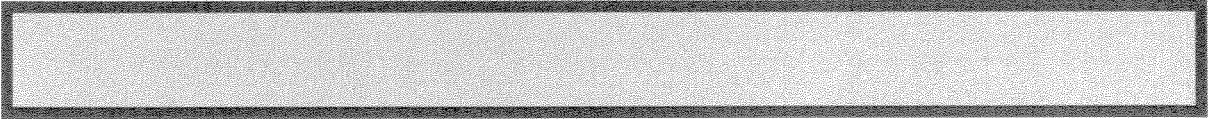
**Funding Sources:**

CDBG	.....
ESG	.....
HOME	51,938.56
HOPWA	.....
Total Formula	.....
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	51,938.56

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

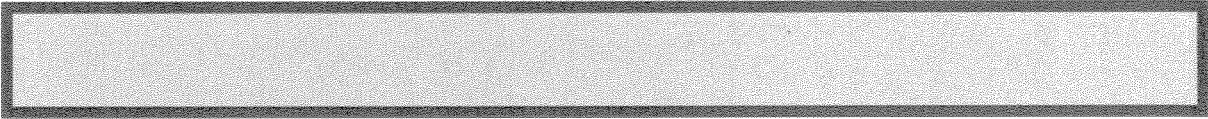


## PY 2012 Action Plan



### Attachment D

### Certifications



## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing --** The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan --** It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace --** It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;



6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

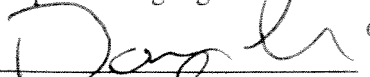
**Anti-Lobbying --** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction --** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan --** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
Signature/Authorized Official

7-31-12  
Date

  
Title

### Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during Program Year 2012, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.


**Excessive Force --** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

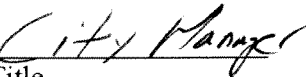
**Compliance With Anti-discrimination laws --** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint --** Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws --** It will comply with applicable laws.

  
\_\_\_\_\_  
Signature/Authorized Official

7-31-12  
Date

  
\_\_\_\_\_  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Specific HOME Certifications**

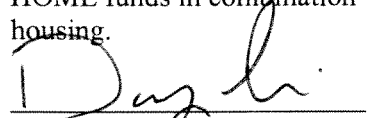
The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

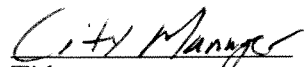
The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

  
\_\_\_\_\_  
Signature/Authorized Official

7-31-12  
Date

  
\_\_\_\_\_  
Title

### ESG Certifications

The Emergency Shelter Grantee certifies that:

**Major rehabilitation/conversion --** It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for rehabilitation (other than major rehabilitation or conversion), the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

**Essential Services and Operating Costs --** Where assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

**Renovation --** Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services --** It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

**Matching Funds --** It will obtain matching amounts required under 24 CFR 576.51.

**Confidentiality --** It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement --** To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

**Consolidated Plan --** It is following a current HUD-approved Consolidated Plan or CHAS.

**Discharge Policy ----** It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

**HMIS --** It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

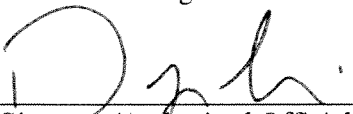
### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

  
Signature/Authorized Official

7-31-12  
Date

City Manager  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (City of Wichita Falls, 1300 7<sup>th</sup> Street, Wichita Falls, TX 76301)

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).





## PY 2012 Action Plan

### Attachment E

### Affidavits of Publication

# Affidavit of Publication

THE STATE OF TEXAS  
COUNTY OF WICHITA

#281450

## Notice of Public Hearing and Public Comment Period

The Wichita Falls City Council will conduct the first of two Public Hearings to solicit public comment on the Program Year 2012 Annual Action Plan at its regularly scheduled meeting on Tuesday, July 17, 2012 at 8:30 A.M. in City Council Chambers, 1300 7th Street, Wichita Falls, TX. The Annual Action Plan of the 2010-2015 Consolidated Plan is a document that outlines a unified and strategic vision for providing decent housing, a suitable living environment, expanded economic opportunities for primarily low-moderate income households, and that serves as a basis for annual funding allocations.

The City of Wichita Falls anticipates receiving an estimated \$1,085,104 in Community Development Block Grant Program (CDBG) funding and \$346,257 in HOME Investment Partnership Program (HOME) funding. An estimated \$150,000 in CDBG funds from PY 2011 will be reallocated for PY 2012. Both CDBG and HOME Program funds are entitlement amounts to the City of Wichita Falls from the U.S. Department of Housing & Urban Development (HUD). On May 8, 2012 the City Council Subcommittee on Outside Agency Funding met with interested parties that wished to request funds for the upcoming fiscal year. From those meetings, the subcommittee developed funding proposals to present to the public and the full Council. The City Council subcommittee has proposed the following funding amounts: CDBG Public Services Projects, \$162,765.60; CDBG Outside Agency Rehabilitation and Construction Projects, \$65,317.60; CDBG Grant Administration, \$217,020.80; CDBG City-Administered Projects, \$790,000; HOME Program CHDO Set-Aside, \$51,938.55; HOME Program Administration, \$34,625.70; HOME Program Acquisition and Repair Projects, \$259,692.75. The City's fiscal year begins on October 1, 2012 and ends September 30, 2013.

This Public Hearing seeks input and participation from the local community with particular emphasis on serving persons of low and moderate incomes. Interested parties are encouraged to attend and provide comment during the July 17, 2012 City Council Meeting. In addition, a 30-day public comment period for the proposed PY 2012 Annual Action Plan will extend from July 8, 2012 through August 6, 2012. To be considered in the final plan, written comments must be received by 5:00 PM on August 6, 2012 in the Neighborhood Resources Division at the address above. Copies of the proposed Annual Action Plan will be available at the Wichita Falls Public Library, 600 11th Street, at the City's Neighborhood Resources Division, Room 300, 1300 7th Street, and on the City's website at [www.wichitafalls.tx.gov](http://www.wichitafalls.tx.gov). After the public comment period ends, the City Council conducts the final public hearing, and considers action on the proposed PY 2012 Annual Action Plan, the City will submit these plans to the HUD Ft. Worth Regional Office on or before August 16, 2012 for review and approval. City Council Chambers are wheelchair/handicapped accessible from both the Seventh Street front main entrance and the Sixth Street rear parking lot on the east side of Memorial Auditorium. Other persons with special needs requiring accommodations should contact the Neighborhood Resources Division at 761-7448 at least 72 hours before the meeting.

On this 26<sup>th</sup> day of June 2012 A D...

Personally appeared before me, the undersigned authority  
Kathy Salan, Sales Assistant for the Times Publishing  
Company of Wichita Falls, publishers of the Wichita Falls  
Times/Record News, a newspaper published at Wichita Falls in  
Wichita County, Texas, and upon being duly sworn by me, on  
states that the attached advertisement is a true and  
correct copy of advertising published in One (1) issues hereof  
on the following date:

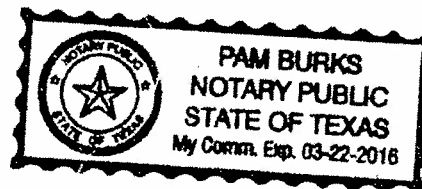
June 26, 2012

*Kathy Salan*

Assistant for Times Publishing Company of Wichita Falls

and sworn to before me this the day and year first above written:

*Pam Burks*



### NOTICE OF PUBLIC HEARING

**MEETING:** Public Hearing on the PY 2012 Action Plan of the Consolidated Plan  
**DATE:** Tuesday, July 17, 2012  
**TIME:** 8:30 A.M.  
**LOCATION:** City Council Chambers, Memorial Auditorium  
1300 Seventh Street, Wichita Falls, Texas

### AGENDA

Public Hearing During The Tuesday, July 17, 2012 City Council Meeting To Receive Public Comments Concerning The Proposed PY 2012 Action Plan Of The Consolidated Plan To Allocate Community Development Block Grant (CDBG) Funds In The Amount Of \$1,085,104, HOME Investment Partnership Program (HOME) Funds In The Amount Of \$348,257, And Re-allocate \$150,000 In PY 2011 CDBG Funds. Funds Are Made Available To The City Of Wichita Falls As An Entitlement Grant Through The U.S. Department Of Housing And Urban Development.

City Council Chambers in Memorial Auditorium are wheelchair / handicapped accessible from both the Seventh Street front main entrance and from the Sixth Street rear parking lot on the east side of the building. Spanish language interpreters, deaf interpreters, Braille copies or any other special needs will be provided to any person requesting a special service with at least 24 hours notice. Please call the City Clerk's Office at 761-7409. Wireless Listening System devices are available at the City Manager's reception area or you may call 761-7404 for inquiries.

### CERTIFICATION

I certify that the above notice of meeting was posted on the bulletin board at Memorial Auditorium, Wichita Falls, Texas on the 26<sup>th</sup> day of JUNE, 2012 at 11 o'clock (a.m.) [p.m.].

  
\_\_\_\_\_  
City Clerk

RECEIVED IN  
CITY CLERK'S OFFICE  
DATE: 6-25-12

BY compton TIME: 3:50 pm

# Affidavit of Publication

## Notice of Final Public Hearing and Public Comment Period

The Wichita Falls City Council will conduct a second and final Public Hearing to solicit public comment on the PY 2012 Annual Action Plan at its regularly scheduled meeting on Tuesday, August 7, 2012 at 8:30 A.M. in City Council Chambers, 1300 7th Street, Wichita Falls, TX. The Public Hearing precedes Council action on approval of the Action Plan funding recommendations. The Annual Action Plan of the Consolidated Plan is a document that outlines a unified and strategic vision for providing decent housing, a suitable living environment, expanded economic opportunities for primarily low-moderate income households, and that serves as a basis for annual funding allocations. For PY 2012, the City of Wichita Falls anticipates receiving an estimated \$1,085,104 in Community Development Block Grant Program (CDBG) funding and \$346,257 in HOME Investment Partnership Program (HOME) funding. \$150,000 from PY 2011 CDBG funds will also be reallocated. Both CDBG and HOME Program funds are entitlement amounts to the City of Wichita Falls from the U.S. Department of Housing & Urban Development (HUD). On May 8, 2012 the City Council Subcommittee on Outside Agency Funding met with interested parties that wished to request funds for the upcoming fiscal year, and from those meetings developed funding proposals to present to the public and the full Council. The City Council subcommittee has proposed the following funding amounts: CDBG Program - Child Care, Inc., \$113,935.92, child care subsidies; Senior Citizens (The Kitchen), \$48,829.68, Meals on Wheels Program & \$24,727.60, vent-a-hood for tilting skillet; Christmas in Action, \$30,000, elderly/disabled home repair; Patsy's House, \$10,590, outdoor security lighting. City Projects: Minor Repair Program, \$85,000; Emergency Repair Program, \$50,000; Concrete Training Crew, \$100,000, handicapped ramps; Public Works, \$200,000, waterline replacement; Grant Administration \$217,020.80; Code Demolition & Clearance, \$295,000; Code Administration, \$60,000. HOME Program - CHDO Set-Aside, \$51,938.55; Administration, \$34,625.70; FTHB Program Acquisition and Repair, \$139,692.75, CHDO Affordable Housing Program, \$120,000. The City's fiscal year begins on October 1, 2012 and ends September 30, 2013. This final Public Hearing seeks input from the local community with particular emphasis on serving persons of low and moderate incomes. Interested parties are encouraged to attend the final public hearing and provide comment during the August 7, 2012 City Council Meeting. This also serves as a second notice of a 30-day citizen comment period for the proposed PY 2012 Annual Action Plan that begins July 8, 2012 and ends August 6, 2012. Copies of the proposed Annual Action Plan will be available at the Wichita Falls Public Library, 500 11th Street, at the City's Neighborhood Resources Division, Room 300, 1300 7th Street, and on the City's website at [www.wichitafalls.tx.us](http://www.wichitafalls.tx.us). To be considered in the final plan, written public comments must be received by 5:00 PM on August 6, 2012 in the Neighborhood Resources Division at the address above. After the public comment period ends, the City Council conducts the public hearing and considers final action on the proposed Annual Action Plan, the City will submit these plans to the HUD Ft. Worth Regional Office on or before August 16, 2012 for review and approval. City Council Chambers are wheelchair/handicapped accessible from both the Seventh Street front main entrance and the Sixth Street rear parking lot on the east side of Memorial Auditorium. Other persons with special needs requiring accommodations should contact the Neighborhood Resources Division at 761-7448 at least 72 hours before the meeting.

THE STATE OF TEXAS  
COUNTY OF WICHITA

#281914

On this 11<sup>th</sup> day of July 2012 A D...

sonally appeared before me, the undersigned authority  
Kathy Salan, Sales Assistant for the Times Publishing  
Company of Wichita Falls, publishers of the Wichita Falls  
Times/Record News, a newspaper published at Wichita Falls in  
Wichita County, Texas, and upon being duly sworn by me, on  
he states that the attached advertisement is a true and  
correct copy of advertising published in 1 day (1) issues hereof  
on the following date:

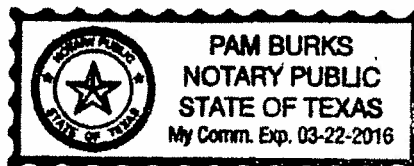
July 7, 2012

*Kathy Salan*

Assistant for Times Publishing Company of Wichita Falls

and sworn to before me this the day and year first above written:

*Pam Burks*



### NOTICE OF PUBLIC HEARING

**MEETING:** Final Public Hearing on the PY 2012 Action Plan of the Consolidated Plan  
**DATE:** Tuesday, August 7, 2012  
**TIME:** 8:30 A.M.  
**LOCATION:** City Council Chambers, Memorial Auditorium  
1300 Seventh Street, Wichita Falls, Texas

### AGENDA

Second and Final Public Hearing During The Tuesday, August 7, 2012 City Council Meeting To Receive Public Comments Concerning The Proposed PY 2012 Action Plan Of The Consolidated Plan To Allocate Community Development Block Grant (CDBG) Funds In The Amount Of \$1,085,104, HOME Investment Partnership Program (HOME) Funds In The Amount Of \$346,257, And Re-allocate \$150,000 In PY 2011 CDBG Funds. Funds Are Made Available To The City Of Wichita Falls As An Entitlement Grant Through The U.S. Department Of Housing And Urban Development.

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### CERTIFICATION

I certify that the above notice of meeting was posted on the bulletin/board at Memorial Auditorium, Wichita Falls, Texas on the 25 day of July, 2012 at 5 o'clock [a.m.] (p.m.)

  
City Clerk

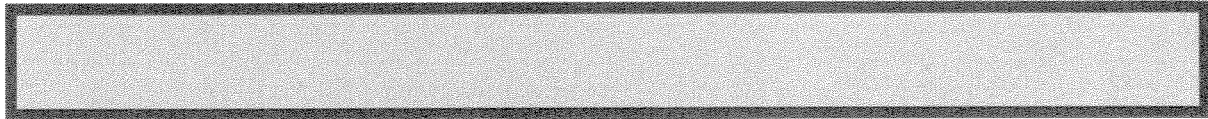
RECEIVED IN  
CITY CLERK'S OFFICE

DATE: 6-25-12

BY B. Hyman TIME: 3:50 pm

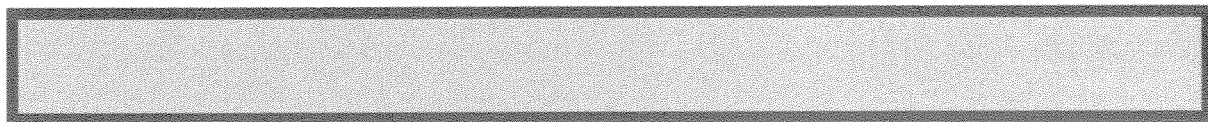


## PY 2012 Action Plan



### Attachment F

### CDBG Eligible Census Tracts & Block Groups



Based Upon LMI Percentages and Primarily Residential Classification

CDBG Eligible March 2009

